



MICHELE EDIGER

414 N. Main
Newton KS 67114

316.283.4200
michele@next-element.com
www.next-element.com

QUALIFICATIONS

Experienced in all aspects of office operations. Experiences include, but are not limited to: hiring, training and supervision of staff. Microsoft programs: Outlook, Word, Excel, Access, PowerPoint and Publisher. Additional computer experience includes Corel WordPerfect, Paradox 4 & 8, dBase, the Real Estate Multiple Listing Service, ProIV and DreamWeaver. I am currently learning to use QuickBooks, and Apple programs such as Pages and Numbers. I have been through several PCM seminars and continue to learn more about the fine art of communication every day.

EDUCATION

1977 - Newton High School, Newton KS

1978 - to-date, I have attended community college, business education centers (banking & real estate), and continuing education seminars and workshops as relevant to my career. I am continually accessing opportunities to increase my skills and knowledge.

EXPERIENCE

PRAIRIE VIEW, NEWTON KS — NOV. 1995 - OCT. 2008

Projects Coordinator and Employee Assistance Program Assistant Manager. Responsible for all administrative tasks related to EAP, including negotiating contracts, billing, mediating services between contracted companies and Prairie View clinicians, in-house training, and public presentations. Orchestrated administrative details for business consulting services, which included preparing contracts, billing, scheduling staff and facilities, creating forms and marketing materials, and managing a customer database. Maintained IntraNet and Website information.

COLDWELL BANKER, FRESNO CA — AUG. 1991 - JUNE 1995

Supervised office staff for large real estate office. Maintained listings in multiple listing service.

PREVIOUS EXPERIENCES INCLUDE:

Home daycare provider and banking (teller, new accounts, check processing, loan processor).

PERSONAL

I am happily married, have two adult married children, and we currently have 4 grandchildren! I have been a volunteer for the Harvey County Homeless Shelter, Et Cetera and am an active member of Grace Community Church in Newton. I love serving our Next Element clients, and when I'm not at the office, I enjoy gardening, camping and spending time with family.